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ADM-7.4

DD/S&T 1637-64

28 May 1964

MEMORANDUM FOR: Director of Logistics

ATTENTION : Chief, Printing Services Division

SUBJECT : Supply of a Xerox Model #914 Copier

1. The attached requisition is being resubmitted for reconsideration and approval by you. Apparently, you have misunderstood our problem.

2. We ask to have the Xerox Model #813 replaced with a #914 for two basic reasons:

First, it will cost the Agency less if we are assigned a #914 in lieu of the #813. By graphic projection, we can estimate that our need for and utilization of a reproducing machine will increase. We have already reached a point where the Agency could have saved some money had the 914 been available to us instead of the 813.

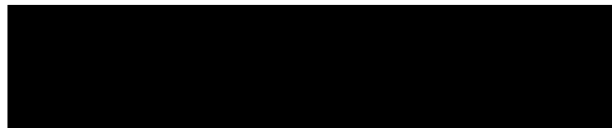
Second, the 813 is not equipped to reproduce the type and size report we are now required to publish.

3. The OSA #914 which is the only reproducer assigned to DD/S&T which has the capacity to reproduce our reports is located behind the barrier in an area to which some of our personnel who will be working with the machine do not have access for reasons of clearance.

4. Presumably, you are not challenging either OSA's justification for the #914 or our justification for some type of reproducer inasmuch as these were previously acceptable to you.

5. Your early action would be appreciated.

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Chief, Administrative Staff

GROUP 1 DD/S&T

Excluded from automatic
downgrading and
declassification

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Attachment

Requisition No. 6055-85-64